<p style="text-align:center"><u>POSITION VACANCY ANNOUNCEMENT</u></p>

ANNOUNCEMENT NO: **33/2014 (re-advertised)**

OPENING DATE: **07/21/2014**

CLOSING DATE: **08/11/2014**

POSITION TITLE: **COMPUTER SYSTEMS ANALYST, FSN-9**

WHO MAY APPLY: **ALL HOST COUNTRY NATIONALS**

OFFICE: **USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan**

MAJOR DUTIES: Under the direct supervision of the Systems Manager, the incumbent: 1) assists in the management all computer equipment, and installs and updates hardware and software as needed; 2) issues and manages RAS token use, and assists in setting up remote access environment which creates a mobile work environment for staff 3) installs end-user equipment, such as personal computers, laptops, phones, scanners, cameras, and printers; 4) maintains the operation of Windows 2003 and 2008 servers, Windows 7 workstations, Local Area Network (LAN) and Wide Area Network (WAN) equipment;   5) configures and troubleshoots Mission smartphones, laptops and tablet devices, as appropriate; 6) develops table and document templates, and creates Standard Operating Procedures (SOPs) to support end users; 7) provides the first line of technical assistance to users for hardware and software problems, network access and telecommunications, and provides training to all users on IT equipment and applications within the Mission; 8) ensures compliance with Foreign Affairs and Federal IT guidelines, policies, and procedures including security; monitors the use of passwords, log-in IDs, virus protection, offsite file storage, file and data access; 9) performs daily data backups; 10) participates in the maintenance of a proper inventory of computer and telephone equipment, computer supplies, and other automated peripherals; 11) confers with the Systems Manager to determine hardware and software specifications to meet the needs of the organization and insure compatibility with existing Agency hardware/software; 12) regularly travels within the region to provide support to the country offices; 13) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (70%): Completion of education or training resulting in B.S. in the fields of computer science or information system management degree. Microsoft or Cisco certifications are preferable. Minimum of four years of progressively responsible work experience as a systems analyst or administrator in IT operations and utilization of advanced Network and Telephone systems. Must be available for regular travel within Central Asia.

- Teamwork/Interpersonal and Communication Skills (20%): Effective written and oral communications, tact, diplomacy and excellent interpersonal skills, ability to effectively work in a team environment and under pressure.

- Language skills (10%): Level IV (Fluent) English and Russian languages both oral and written.

 TO APPLY:
 The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Monday, August 11, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

 USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.